

01

SPECIFICATIONS LIST...Graphics Clerk....Lorene Denard

1. Logs all incoming graphic material; marking each with figure number and key number.
2. Logs out all graphic material to the engravers
3. Logs out all graphic material to Board of Geographic Names
4. Logs in all proof and originals returning from engravers
5. Logs in all material returning from Board of Geographical Names
6. Files all maps and photographs as directed.
7. Keeps record of originals to be returned, files these, obtains necessary receipts and wraps them for the courier service.
8. Keeps record books up to date for each successive JANIS report.
9. Keeps map file numbers up to date for each successive JANIS report.
10. Performs other duties as directed by the Board.

10 Oct 1975

JCS Declassification/Release Instructions on File